



Division of Risk Management

How to Report A Claim

**Department of
Government Operations**

What To Do When You Discover Damages?

First: **Stop further damage** but don't risk your safety. (e.g. Turn off water, put out fire, etc.)

Second: Submit a claim to Risk Management



Property Damage Claims

- ▷ If you do not address a property damage claim and mitigate the damage, it will grow into a bigger problem.
- ▷ If you are dealing with a significant property claim, call Risk Management as soon as possible so we can help you navigate the process.



Should I File A Claim?

Before you file a claim, consider whether the damage exceeds your deductible.

- ▷ Auto Deductible: \$1,500
- ▷ Property Deductible: \$5,000*
- ▷ Liability Deductible: \$0

* Some organizations have a larger property deductible. Please check with Risk Management if you are unsure.

How Long Do I Have To File A Claim?

- ▷ Property Claims: 60 Days
- ▷ Liability and Auto Claims: As soon as possible upon learning of the claim

What Information Is Required To File A Claim?

- ▷ Who is involved?
- ▷ What happened?
- ▷ When did it happen?
- ▷ Where did it happen?
- ▷ How did it occur?
- ▷ Why did it occur?
- ▷ **Auto Claims:** Your vehicle's VIN, the police report, and all other parties' information.
- ▷ **Any videos or pictures of the loss. Please save these as soon as possible.**
- ▷ Any receipts for claims related repairs or medical bills.



Did Your Organization:

Have A Claim?



Receive A Claim Against You?



Notify State Risk Management

801.957.7170 or riskclaims@utah.gov

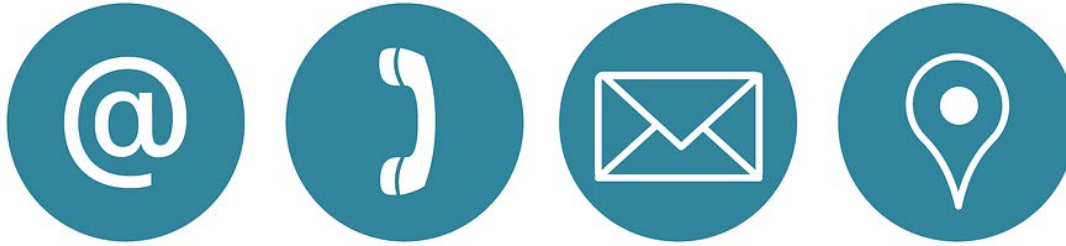
Auto Claims Reporting: [HERE](#)

Insurance Adjuster Assigned

- ▷ The adjuster will take the claim information and start investigating.
 - Please remember that this is an official investigation.
- ▷ The adjuster will verify the information presented in the claim. They may ask for your assistance.
 - Please only assist as requested by the Adjuster.
- ▷ Do NOT discard any evidence until the adjuster tells you that you may do so.



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Auto Claims Reporting: [HERE](#)



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Thank You